Data Element Specifications

Introduction

The Department of Health Services (DHS) adopted a health information policy on June 3, 1996. This policy mandates that all departmental datasets that collect individual client data from health services delivery programs must include five core data elements by June 30, 1998. In addition, the policy recommends that the additional common confirmatory data elements be collected whenever possible.

The core/confirmatory data elements were adopted for the following purposes:

♦ Data standardization - to establish basic data standards for similar identifying and demographic information with which different agencies can comply and integrate into existing and developing data systems.

♦ Data linkage - to support the linking of disparate data sets using standard, defined data elements for planning, evaluation, and research purposes.

♦ Unique identification - to provide a foundation for a methodology to uniquely identify clients across a number of statewide information systems.

This policy supports both the DHS Strategic Plan and the AB99 report,Delivering the Future. The AB99 report recommended that DHS adopt a system of data collection that facilitates planning, service coordination and data linkage to answer the basic questions of who received what services, for which purposes, from whom and at what cost? Studies lead by the Center for Health Statistics and Primary Care and Family Health/Maternal and Child Health Branch identified several common core data elements to uniquely identify a person's records on multiple databases. A Core Data Steering Committee was created to formalize data standards, to address Department-wide issues such as confidentiality of data, and to guide program and information systems staff in implementing the policy.

The data elements descriptions which follow are intended to be a common standard to be implemented in systems throughout DHS. Programs undertaking the development and upgrading of systems should consider the following:

1. All programs MUST collect the five core data elements and should collect as many of the confirmatory elements as possible. All confirmatory elements may not be possible for all programs to collect; however, maximizing the number of elements collected will ensure the greatest utility of the datasets.

2. These are MINIMUM standards. Any program or application may collect these elements with longer formats or more specific categories in order to meet its program

needs <u>provided</u> it can truncate or collapse the data to these standards. For example, longer name fields may be collected, but must be truncated at the time of data transmission; more detailed place of birth or gender codes may be collected, but must be collapsed into the standard codes for transmission.

3. Programs may utilize other formats or coding schemes if necessary, but must be able to convert their codes into exactly these specifications. For example, if a program utilizes USMARC codes rather than FIPS 10-4 for coding place of birth (country), the codes must be converted to the enclosed FIPS 10-4 standard for transmission.

4. Systems may also use other elements of personal identification where appropriate for program needs or clientele, but these additional elements are not part of the core elements.

5. "Qualifiers" are listed with two confirmatory data elements: Current Name/Client Aliases/Nicknames and Other Client Numbers. Qualifiers need not be stored in the database but should be used for transmission of these elements. In transmission of the core and confirmatory data set, the qualifiers ensure clear differentiation between the different aliases/nicknames and numbers being transmitted.

6. These specifications do not constitute a database design, nor a record transmission format. Incorporation of these elements into a program-specific design is the responsibility of each individual program.

Terms Used

Definition:
    An explanation of what the data element signifies.

Length:
    The number of characters available for this data element.
    A single number indicates a fixed length data element. If the format (see below) is alphanumeric or alphabetic, the data is left justified within the available space and blank-filled (unused characters are filled with blank spaces). Numeric data elements are right justified and zero-filled (unused digits are filled with zeros).

Format:
    Numeric data includes only the digits 0 through 9.
    Alphanumeric data includes the numeric digits 0-9, the alphabetic characters A-Z, and the Special Characters.
    Special Characters are the space ( ), the period (.), the comma (,), the dash (-), and the apostrophe (').

Edits:
    Edits are qualifications which the values stored in the data elements must meet.

For example, a program might require that an eligibility date be on or after a person's birth date.

Allowed Values:

Allowed Values are a limited set of specific values which are valid for a given field. For example, within a date, the month must be stored as a number from 1 through 12. The values for "State" are limited to the U. S. Post Office codes for the states. Allowed values are specified where a common standard is already required or widely used, such as county codes, or where adoption of a standard will enhance data linkage without constraining system designers.

Special Notes

1. <u>Names</u>. In the alphanumeric format, all names of persons (birth name, current name, mother's maiden name, etc. as well as first, middle, last) may include the letters A - Z in upper and lower case, the digits 0 - 9, and the special characters of the space ( ), the period (.), the comma (,), the dash (-), and the apostrophe (').

2. <u>Fixed/Variable Length Data Elements</u>. Information systems are likely to store data in fixed lengths (eg., last name is 20 characters long) while the growing use of electronic data interchange (EDI) methods of transferring data from one system to another are more likely to use variable lengths (eg., last name can be from 1 to 35 characters). The data element fixed lengths in this guide are appropriate for nearly any needs and fall within the range of popular EDI standards such as X12 and HL7.

3. <u>Data Storage, Data Transmission and Qualifiers</u>. These standards are intended to guide DHS staff in developing information systems and in linking databases. Two data elements (Client Alias/Nickname and Other Client Number) are listed with separate "qualifiers" to support transmission of those database data elements. A health program database may have two identification numbers for each client: it's own Agency Client Number and a Client Index Number. In the database, each has its own assigned location and therefore each is clearly distinguished from the other. In transmission, extra care must be given to ensure clear differentiation between the two, especially in the generic EDI formats such as HL7 and X12. The EDI practice is to maximize flexibility by allowing multiple instances of a generic ID Number data element, each preceded by a qualifier specifying what kind of ID number follows (in this case, ACN or CIN).

   Qualifiers are included here only so that a common list of qualifiers may be available for each data element likely to need them during transmission. Use of qualifiers is not anticipated for storage of data elements in a database.

Data Element Specifications

Core Data Elements:

1. Birth Name
2. Birth Date
3. Birth Place
4. Mother's First Name
5. Gender

Confirmatory Data Elements:

1. Social Security Number (SSN)
2. Other Client Number
   Client Number Qualifier
3. Father's Name
4. Mother's Maiden Last Name
5. Current Name/Client Alias/Nickname
   Other Names Qualifier
6. Client's County of Residence
7. Zip Code of Client's Residence

Attachments:

Allowed Values
    California County Codes
    State Codes
    Country Codes - Country Sequence
    SSN Verification Code
    Other Client Number Qualifier
    Other Client Name Qualifier
Other Client Numbers: Examples

Data Element Specifications

Five Core Data Elements

1. Birth Name: Birth First Name, Birth Middle Name, Birth Last Name

Definition: The name on the person's birth certificate/electronic birth record. If no birth certificate/electronic record is required or available, use the name the person reports as the birth name.

Length: First: 15

             Middle: 15

             Last: 20

Format: alphanumeric, left justified with trailing blanks. Special characters are allowed.

Edits: none applicable. For example, "A" and "5" are names in current systems.

Allowed Values: none applicable

Notes:
1. Programs may also collect appellations (Sr., Jr., III, etc.) if that data is useful to them. If appellations are collected, they must be in a field separate from other name elements, and are not considered part of the Birth Name Core Data Element.
2. See also Current Name under Confirmatory Data Elements.

2. Birth Date

Definition: The date on which a person was born.

Length: 8

Format: alphanumeric, yyyymmdd

Edits: must be numeric or blank (see note); mm = 01-12; dd = 01-31; dd must be appropriate for length of month including a leap year; birth date must be prior to or equal to the current date.

Allowed Values: yyyy must be greater than 1800.

Note:
Any subfield (yyyy, mm or dd) may be entered as spaces if that particular subfield is unknown.

3. *Birth Place: California Birth County, if not CA then Birth State, if not USA then Birth Country*

Definition: The geographic entity in which a person was born.

Length: CA Birth County: 2
           US Birth State: 2
           Birth Country: 2
Format: all: alphanumeric
Edits: n/a
Allowed Values: Birth County: See Attachment: California County Codes
                  Birth State: See Attachment: State Codes
                  Birth Country: See Attachment: Country Codes

Notes:
1. Birth Place is the place where the birth delivery took place and is not always the same as the family's place of residence at the time of birth.
2. The field consists of three separate subfields: Birth County, Birth State, Birth Country. In that order, systems need only to capture the first appropriate field.
3A. If the person was born in California and county of birth is known,
    CA Birth County is the two digit county code of the county in which the birth took place.
    US Birth State defaults to "CA" and Birth Country to "US".
   If the person was born in California and county of birth is not known,
    CA Birth County is "99"
    US Birth State is "CA" and Birth Country defaults to "US".
3B. If the person was born outside California but inside the United States,
    US Birth State is the two character alphabetic code listed in Attachment: State Codes, which is the U. S. Postal Service code for states.
   If the person was born in the U.S. and state of birth is not known,
    US Birth State is "UN"
    CA Birth County defaults to spaces and Birth Country to "US".
3C. If the person was born outside the United States,
    Birth Country is the two character code specified by the FIPS 10-4 code set.
    CA Birth County and US Birth State default to spaces.
3D. Puerto Rico, the Virgin Islands, Guam, etc. are coded as countries and not as states of the United States.

4. Mother's First Name

Definition: The first name of the person's mother.
Length: 15
Format: alphanumeric, left justified with trailing blanks
Edits: none applicable. For example, "A" and "5" are names in current systems.
Allowed Values: none applicable

5. Gender

Definition: The person's gender.
Length: 1
Format: alphanumeric
Edits: n/a
Allowed Values:
        M   Male
        F   Female
        U   Unknown, other, not available, not yet born, or not coded M or F

Confirmatory Elements

1. *Social Security Number (SSN)*

Definition: The identification number issued to a person by the Social Security Administration (SSA).

Length: 9
Format: alphanumeric
Edits: Do not allow all 1's, all 2's, etc., 123456789, and similar artificial numbers
Allowed Values: n/a (SSN verification is available through MEDS and the Client Index System. See notes below.)

SSN Verification Code indicates whether or not a recipient has a Social Security Number and the status of that SSN with respect to validation by SSA. It indicates the degree of matching between DHS and SSA data (SSN, name, gender and birth date). DHS programs may want to allow for includion of SSN Verification Code in their data systems. By comparing program data with the MEDS/Client Index data and Verification Code, programs may gain a measure of the accuracy and consistency of their own data.

Length: 1
Format: alphanumeric
Edits: Must be in table of allowed values.
Allowed Values: See Attachment: SSN Verification Code

Notes:
1.   SSN Verification Code is not a Confirmatory Element, and its use is optional.
2.   If used, SSN Verification Code will not be determined by program staff, but will instead be obtained from the MEDS or Client Index systems. MEDS, through the Income Eligibility and Verification System (IEVS), sends SSN, current name, birth date and gender data elements to SSA for comparison and confirmation with SSA data. SSA returns the SSN Verification Code which is posted in the Client Index System.

2. Other Client Number

Definition: Unique identification numbers/codes issued to a person by recognized entities.
The preferred identification numbers are

    A.   Client Index Number (CIN), a unique identifier generated by the Statewide Client Index System.
    B.   Agency Client Number
    C.   MEDS ID (Medi-Cal) Number, the identifier used by MEDS. MEDS ID is the person's Social Security Number if SSN is available. A pseudo number, an alternative number, is used if no SSN has been issued, if the SSN is unknown or if a conflict exists among SSNs.
    D.   California Driver's License/ID Number.
    E.   Birth Local File Number
    F.   Birth State File Number
    G.   Health Access Program ID (HAP ID)
    H.   Health Insurance Claim (HIC) Number
    I.   Health Care Plan Client Number
    J.   Alien Identification Number
    K.   County Welfare Number (CWN)
    L.   Death Local File Number
    M.   Death State File Number

Note:
Each type of Other Client Number should have an associated Client Number Qualifier specifying what kind of ID number it is. The Client Number Qualifier need not be stored in the database but should be used in data transfer of records to specify which variety of Other Client Number is included. Multiple Client Numbers may be collected and transmitted by programs.

Other Client Number Qualifier

Definition: A code associated with a specific Other Client Number which uniquely identifies the type of Other Client Number (what kind of identifier it is: Client Index Number, Birth Local File Number, etc.).
Length: 3
Format: alphanumeric
Edits: must be on table of allowed values
Allowed Values: See Attachment: Client Number Qualifiers

3. Father's Name

Definition: The name of the person's father.
Length: First: 15
            Middle: 15
            Last: 20
Format: alphanumeric, left justified with trailing blanks
Edits: none applicable. For example, "A" and "5" are names in current systems.
Allowed Values: n/a

4. Mother's Maiden Last Name

Definition: The last name which appears or would have appeared on a person's
            mother's birth certificate.
            If no birth certificate/electronic record is required or available, use the
            name the person or mother reports as the mother's birth last name.
Length: 20
Format: alphanumeric, left justified with trailing blanks
Edits: none applicable. For example, "A" and "5" are names in current systems.
Allowed Values: n/a

5. Current Name

Definition: The name currently used by the client.
Length: First: 15
            Middle: 15
            Last: 20
Format: alphanumeric, left justified with trailing blanks
Edits: none applicable. For example, "A" and "5" are names in current systems.
Allowed Values: n/a

Client Alias/Nickname

Definition: Other names by which a person is or has been known.
            Examples include nicknames, maiden names and aliases.
Length: First: 15
            Middle: 15
            Last: 20
Format: alphanumeric, left justified with trailing blanks
Edits: none applicable. For example, "A" and "5" are names in current systems.
Allowed Values: n/a

Other Client Name Qualifier

Definition: A code associated with a specific Other Client Name which uniquely identifies the type of Other Client Name (nickname, alias, etc.).
Length: 2
Format: alphanumeric
Edits: must be on table of allowed values
Allowed Values: See Attachment: Client Name Qualifiers

Notes:
1.   It is assumed that Other Client Name Qualifiers will not be stored in databases with their Other Client Name instances, but will be used only when a record or file must be transmitted to another computer system for linking purposes. The Other Client Name Qualifier function and allowed values are entered here to facilitate database linkage by providing a common set of qualifiers for DHS computer systems.
2.   Programs which collect current name should consider this an especially important confirmatory element. In addition, as many aliases/nicknames as programs collect may be transmitted.

6.   *Client's County of Residence*

Definition: The two digit code of the California county in which the client currently resides.
Length: 2
Format: alphanumeric
Edits: n/a
Allowed Values: See Attachment: County Codes

7.   *Zip Code of Client's Residence*

Definition: The five digit U. S. Postal Service zip code within which the client currently resides.
Length: 5
Format: alphanumeric
Edits: valid for County of Client's Residence and any other address information in a system such as street address, city and state.
Allowed Values: valid California zip code

Data Element Specifications
Attachments

Allowed values: CALIFORNIA COUNTY CODES

These codes are commonly used by DHS programs and computer applications.

Code	County	Code	County	Code	County	Code	County
01	Alameda	16	Kings	31	Placer	46	Sierra
02	Alpine	17	Lake	32	Plumas	47	Siskiyou
03	Amador	18	Lassen	33	Riverside	48	Solano
04	Butte	19	Los Angeles	34	Sacramento	49	Sonoma
05	Calaveras	20	Madera	35	San Benito	50	Stanislaus
06	Colusa	21	Marin	36	San Bernardino	51	Sutter
07	Contra Costa	22	Mariposa	37	San Diego	52	Tehema
08	Del Norte	23	Mendicino	38	San Francisco	53	Trinity
09	El Dorado	24	Merced	39	San Joaquin	54	Tulare
10	Fresno	25	Modoc	40	San Luis Obispo	55	Tuolumne
11	Glenn	26	Mono	41	San Mateo	56	Ventura
12	Humboldt	27	Monterey	42	Santa Barbara	57	Yolo
13	Imperial	28	Napa	43	Santa Clara	58	Yuba
14	Inyo	29	Nevada	44	Santa Cruz		
15	Kern	30	Orange	45	Shasta	99	Unknown

Note: Some legacy systems use a "County" data element as a Local Registration District (LRD) element by including codes for the three cities which function as LRDs.   Such LRD codes should be collapsed into the appropriate county code. If necessary for programmatic purposes, a separate LRD data element could be created, but not considered part of the core data elements.

Allowed values: STATE CODES

These codes are standard U. S. Post Office codes for the States.

Code	State	Code	State	Code	State	Code	State
AL	Alabama	IN	Indiana	NV	Nevada	SD	South Dakota
AK	Alaska	IA	Iowa	NH	New Hampshire	TN	Tennessee
AZ	Arizona	KS	Kansas	NJ	New Jersey	TX	Texas
AR	Arkansas	KY	Kentucky	NM	New Mexico	UT	Utah
CA	California	LA	Louisiana	NY	New York	VT	Vermont
CO	Colorado	ME	Maine	NC	North Carolina	VA	Virginia
CT	Connecticut	MD	Maryland	ND	North Dakota	WA	Washington (state)
DE	Delaware	MA	Massachusetts	OH	Ohio	WV	West Virginia
DC	District of Columbia	MI	Michigan	OK	Oklahoma	WI	Wisconsin
FL	Florida	MN	Minnesota	OR	Oregon	WY	Wyoming
GA	Georgia	MS	Mississippi	PA	Pennsylvania		
HI	Hawaii	MO	Missouri	RI	Rhode Island		
ID	Idaho	MT	Montana	SC	South Carolina	UN	Unknown
IL	Illinois	NB	Nebraska				

Allowed values: <u>COUNTRY CODES - Country Sequence</u>   Source: FIPS 10-4

Code	Country	Code	Country	Code	Country
AF	AFGHANISTAN		REPUBLIC	GM	GERMANY
AL	ALBANIA	CD	CHAD	GH	GHANA
AG	ALGERIA	CI	CHILE	GI	GIBRALTAR
AQ	AMERICAN SAMOA	CH	CHINA	GO	GLORIOSO ISLANDS
AN	ANDORRA	KT	CHRISTMAS ISLAND	GR	GREECE
AO	ANGOLA	IP	CLIPPERTON ISLAND	GL	GREENLAND
AV	ANGUILLA	CK	COCOS (KEELING)	GJ	GRENADA
AY	ANTARCTICA		ISLANDS	GP	GUADELOUPE
AC	ANTIGUA AND BARBUDA	CO	COLOMBIA	GQ	GUAM
AR	ARGENTINA	CN	COMOROS	GT	GUATEMALA
AM	ARMENIA	CF	CONGO	GK	GUERNSEY
AA	ARUBA	CW	COOK ISLANDS	PU	GUINEA-BISSAU
AT	ASHMORE AND CARTIER	CR	CORAL SEA ISLANDS	GV	GUINEA
	ISLANDS	CS	COSTA RICA	GY	GUYANA
AS	AUSTRALIA	IV	COTE D'IVOIRE		
AU	AUSTRIA	HR	CROATIA	HA	HAITI
AJ	AZERBAIJAN	CU	CUBA	HM	HEARD ISLAND AND
		CY	CYPRUS		MCDONALD ISLANDS
BF	BAHAMAS, THE	EZ	CZECH REPUBLIC	HO	HONDURAS
BA	BAHRAIN			HK	HONG KONG
FQ	BAKER ISLAND	DA	DENMARK	HQ	HOWLAND ISLAND
BG	BANGLADESH	DJ	DJIBOUTI	HU	HUNGARY
BB	BARBADOS	DO	DOMINICA		
BS	BASSAS DA INDIA	DR	DOMINICAN REPUBLIC	IC	ICELAND
BO	BELARUS			IN	INDIA
BE	BELGIUM	EC	ECUADOR	ID	INDONESIA
BH	BELIZE	EG	EGYPT	IR	IRAN
BN	BENIN	ES	EL SALVADOR	IZ	IRAQ
BD	BERMUDA	EK	EQUATORIAL GUINEA	EI	IRELAND
BT	BHUTAN	ER	ERITREA	IS	ISRAEL
BL	BOLIVIA	EN	ESTONIA	IT	ITALY
BK	BOSNIA AND	ET	ETHIOPIA		
	HERZEGOVINA	EU	EUROPA ISLAND	JM	JAMAICA
BC	BOTSWANA			JN	JAN MAYEN
BV	BOUVET ISLAND	FK	FALKLAND ISLANDS	JA	JAPAN
BR	BRAZIL		(ISLAS MALVINAS)	DQ	JARVIS ISLAND
VI	BRITISH VIRGIN ISLANDS	FO	FAROE ISLANDS	JE	JERSEY
IO	BRITISH INDIAN OCEAN	FM	FEDERATED STATES OF	JQ	JOHNSTON ATOLL
	TERRITORY		MICRONESIA	JO	JORDAN
BX	BRUNEI	FJ	FIJI	JU	JUAN DE NOVA ISLAND
BU	BULGARIA	FI	FINLAND		
UV	BURKINA	FR	FRANCE	KZ	KAZAKHSTAN
BM	BURMA	FP	FRENCH POLYNESIA	KE	KENYA
BY	BURUNDI	FS	FRENCH SOUTHERN AND	KQ	KINGMAN REEF
			ANTARCTIC LANDS	KR	KIRIBATI
CB	CAMBODIA	FG	FRENCH GUIANA	KS	KOREA, REPUBLIC OF
CM	CAMEROON			KN	KOREA, DEMOCRATIC
CA	CANADA	GB	GABON		PEOPLE'S REPUBLIC OF
CV	CAPE VERDE	GA	GAMBIA, THE	KU	KUWAIT
CJ	CAYMAN ISLANDS	GZ	GAZA STRIP	KG	KYRGYZSTAN
CT	CENTRAL AFRICAN	GG	GEORGIA		

LA LAOS	LT LESOTHO	PE PERU
LG LATVIA	LI LIBERIA	RP PHILIPPINES
LE LEBANON	LY LIBYA	PC PITCAIRN ISLANDS
	LS LIECHTENSTEIN	PL POLAND
	LH LITHUANIA	PO PORTUGAL
	LU LUXEMBOURG	RQ PUERTO RICO
	MC MACAU	QA QATAR
	MK MACEDONIA	
	MA MADAGASCAR	RE REUNION
	MI MALAWI	RO ROMANIA
	MY MALAYSIA	RS RUSSIA
	MV MALDIVES	RW RWANDA
	ML MALI	
	MT MALTA	SM SAN MARINO
	IM MAN, ISLE OF	TP SAO TOME AND PRINCIPE
	RM MARSHALL ISLANDS	SA SAUDI ARABIA
	MB MARTINIQUE	SG SENEGAL
	MR MAURITANIA	SR SERBIA
	MP MAURITIUS	SE SEYCHELLES
	MF MAYOTTE	SL SIERRA LEONE
	MX MEXICO	SN SINGAPORE
	MQ MIDWAY ISLANDS	LO SLOVAKIASI SLOVENIA
	MD MOLDOVA	BP SOLOMON ISLANDS
	MN MONACO	SO SOMALIA
	MG MONGOLIA	SF SOUTH AFRICA
	MW MONTENEGRO	SX SOUTH GEORGIA AND
	MH MONTSERRAT	THE SOUTH SANDWICH
	MO MOROCCO	ISLANDS
	MZ MOZAMBIQUE	SP SPAIN
	WA NAMIBIA	PG SPRATLY ISLANDS
	NR NAURU	CE SRI LANKA
	BQ NAVASSA ISLAND	VC ST. VINCENT AND THE
	NP NEPAL	GRENADINES
	NT NETHERLANDS ANTILLES	SB ST. PIERRE AND
	NL NETHERLANDS	MIQUELON
	NZ NEW ZEALAND	ST ST. LUCIA
	NC NEW CALEDONIA	SH ST. HELENA
	NU NICARAGUA	SC ST. KITTS AND NEVIS
	NG NIGER	SU SUDAN
	NI NIGERIA	NS SURINAME
	NE NIUE	SV SVALBARD
	NF NORFOLK ISLAND	WZ SWAZILAND
	CQ NORTHERN MARIANA	SW SWEDEN
	ISLANDS	SZ SWITZERLAND
	NO NORWAY	SY SYRIA
	MU OMAN	TW TAIWAN
		TI TAJIKISTAN
	PK PAKISTAN	TZ TANZANIA
	PS PALAU	TH THAILAND
	LQ PALMYRA ATOLL	TO TOGO
	PM PANAMA	TL TOKELAU
	PP PAPUA NEW GUINEA	TN TONGA
	PF PARACEL ISLANDS	TD TRINIDAD AND TOBAGO
	PA PARAGUAY	TE TROMELIN ISLAND

TS	TUNISIA	TC	UNITED ARAB EMIRATES	WF	WALLIS AND FUTUNA
TU	TURKEY	UY	URUGUAY	WE	WEST BANK
TX	TURKMENISTAN	UZ	UZBEKISTAN	WS	WESTERN SAMOA
TK	TURKS AND CAICOS ISLANDS	NH	VANUATU	WI	WESTERN SAHARA
TV	TUVALU	VT	VATICAN CITY	YM	YEMEN
		VE	VENEZUELA		
UG	UGANDA	VM	VIETNAM	CG	ZAIRE
UP	UKRAINE	VQ	VIRGIN ISLANDS	ZA	ZAMBIA
UK	UNITED KINGDOM			ZI	ZIMBABWE
US	UNITED STATES	WQ	WAKE ISLAND		

Allowed values: <u>SSN VERIFICATION CODE</u>

This code indicates whether or not a recipient has a Social Security Number and the status of that SSN with respect to validation by SSA.

O   SSN-VER code previously submitted to MEDS
2   SSN application filed at SSA district office - confirmation received by county
3   SSN sight verified by county welfare staff
5   SSN not sight verified, SSA Referral initiated
6   Recipient has no SSN, SSA Referral initiated
7   No valid input on county or SDX transaction
8   SSN not attainable, undocumented person
9   SSN not reported, pre-adoptive person
A   SSN validated via SSA Referral process
B   SSN validated via SSA Referral process, birth date discrepancy identified
C   SSN validated via SSA Referral process, sex discrepancy identified
D   SSN validated via SSA Referral process, sex and birth date discrepancy identified
J   SSN validated via State Validation process
K   SSN validated via State Validation process, birth date discrepancy identified
L   SSN validated via State Validation process, sex discrepancy identified
M   SSN validated via State Validation process, sex and birth date discrepancy identified
P   Previously validated - SSN changed by SSI/SSP update or by Medi-Cal Eligibility Branch
Q   Previously validated - birth date changed outside acceptable range by SSI/SSP update
R   Previously validated - SSN-VER code changed by Medi-Cal Eligibility Branch
T   Unvalidated - SSN Validated via State Validation process but not applied to MEDS/CDB due to a subsequent birth date change
U   Unvalidated - SSA Referral matched MEDS/CDB but reported new SSN, MEDS-ID change notice sent to county
V   Unvalidated - SSA Referral update failed due to insufficient matching fields on MEDS/CDB
U   Unvalidated per SSA - name matched, no sex conflict, birth date did not match
X   Unvalidated per SSA - name matched, birth date and sex did not match
Y   Unvalidated per SSA - name did not match, birth date and sex not checked
Z   Unvalidated per SSA - SSN not known to SSA's NUMIDENT file

Allowed values: <u>OTHER CLIENT NUMBER QUALIFIER</u>

A code associated with a specific Other Client Number which uniquely identifies the type of Other Client Number (what kind of identifier it is: Client Index Number, Birth Local File Number, etc.). This is not an exhaustive list. If additional qualifiers are needed, please place a request with the Core Data Elements Steering Committee, c/o Peter Abbott, Center for Health Statistics.

CIN	Client Index Number
ACN	Agency Client Number
MED	MEDS ID
CDL	CDL/ID
HAP	Health Access Program Number
BLF	Birth Local File Number
BSF	Birth State File Number
HIC	Health Insurance Claim Number
HCP	Health Care Plan Number
AMN	Amnesty Number
ALN	Alien Identification Number
CWN	County Welfare Number
DLF	Death Local File Number
DSF	Death State File Number

Allowed values: <u>OTHER CLIENT NAME QUALIFIER</u>

A code associated with a specific Other Client Name which uniquely identifies the type of Other Client Name (current name, maiden name, nickname, alias, etc.). This is not an exhaustive list. If additional qualifiers are needed, please place a request with the Core Data Elements Steering Committee, c/o Peter Abbott, Center for Health Statistics.

02	Current Legal Name
03	Alias or Nickname
04	Name of Record
05	Previous Name or Maiden Name
07	Married Name
08	Professional Name

Data Element Specifications
Other Client Numbers: Examples

A. Client Index Number (CIN)

Definition: A unique identifier generated by the Statewide Client Index (SCI) System.
Length: 9
Format: alphanumeric
Edits: Position 1:   Must be a "9".
              Position 2-8: Must be numeric digits.
              Position 9:   Must be an alphabetic character; must be in a table of alphabetic characters
                               allowed for CIN use.
Allowed Values: Verify as a valid CIN through SCI.
                     Verify as valid for the individual identified by cross-checking other SOFP client
                     data elements against corresponding SCI data elements for the same CIN.

CIN Check Digit (optional)

Definition: A calculated number based on a SCI system algorithm and the digits of the CIN and
                 used to detect key entry and other errors.
Length: 1
Format: alphanumeric
Edits: n/a for the calculated check digit. See note below on use of check digits in edits with other
            fields.
Allowed Values: n/a: Any value computed by the SCI algorithm is allowed.

Notes:
1. Like several other identification numbers to follow, the SCI includes a CIN "check digit." An
    algorithm (a mathematical formula) within SCI calculates the check digit based on the digits in
    the CIN itself. By including the same algorithm in another computer program, that program can
    calculate a check digit based on the key entered CIN and compare it to the key entered check
    digit. Any difference between check digits indicates a key entry or other error. The benefit of
    using a check digit is that these errors can be caught during data entry while the client or input
    document is still available.

2. SCI, MEDS and HAP all use the same algorithm.

B. Agency Client Number (ACN)

Definition: The identification number issued by a DHS program.
Length: 15
Format: alphanumeric
Edits: n/a
Allowed Values: n/a

Note: This identifier is a generic place holder for use by programs whose identification number is not
           included in Other Client Numbers. DHS programs/staff developing unique identifiers for their
           application systems are urged to have these added to the Other Client Numbers list. Agency
           Client Number is made available as an interim field until that time.

C. MEDS ID

Definition: The identification number issued by the Medi-Cal Eligibility Data System (MEDS). MEDS ID is the person's Social Security Number if SSN is available. A pseudonumber, an alternative number, is used if no SSN has been issued, if the SSN is unknown or if a conflict exists among SSNs.

Length: 9

Format: alphanumeric

Edits: if SSN is used as MEDS ID: Must be within 001010001 - 79999998
If a pseudonumber is used: First digit must be "8" or "9", last character must be "P"
Do not allow all 1's, all 2's, etc., 123456789, and similar artificial numbers.

Allowed Values: Use Social Security Administration verification service or check if SSN has been verified by another application system.

MEDS ID Check Digit (optional)

Definition: A calculated number based on a MEDS system algorithm and the digits of the MEDS ID and used to detect key entry and other errors.

Length: 1

Format: alphanumeric

Edits: n/a for the calculated check digit. See note following CIN Check Digit.

Allowed Values: n/a: Any value computed by the MEDS algorithm is allowed.

D. California Driver License/Identification Card (CDL)

Definition: The identification number issued to a person by the California Department of Motor Vehicles on a driver license or identification card.

Length: 8

Format: alphanumeric

Edits: n/a

Allowed Values: n/a

E. Birth Local File Number (BLFN)

Definition: The identification number issued to a person's birth record by the local registrar of vital records (BLFN)

Length: 13

Format: alphanumeric

Edits: Event Type Code (first character) is always "1" for birth records
Birth Year (2-5) must be less than or equal to the current year
Local Registration District (6-7) must be a valid county code or 61, 62, or 63
Sequential Serial Number (8-13) must be numeric

Allowed Values: n/a

F. Birth State File Number (BSFN)

Definition: The identification number issued to a person's birth record by the California Office of Vital Records (BSFN)

Length: 13

Format: alphanumeric

Edits: Event Type Code (first character) is always "1" for birth records
State Code (2-3) is always "05" for California
Birth Year (4-7) must be less than or equal to the current year
Certificate Number (8-13) must be numeric

Allowed Values: n/a

G. Health Access Program ID (HAP)

Definition: A unique identifier generated or adopted by the HAP System.
Length: 9 characters
Format: alphanumeric
        Similar to CIN, beginning with a "9" used by CIN and ending with the letter 'Y', which is not used by CIN.
Edits: Position 1:   Must be a "9".
        Position 2-8:   Must be numeric digits.
        Position 9:   Must be 'Y'.
Allowed Values: Verify as a valid HAP ID through Health Access Program.

Note: If the client already has a Benefit Identification Card (BIC) which is active or can be activated, the HAP ID will be the number on the BIC. This number may be either a CIN or a MEDS ID depending on when and how the BIC was first issued. If there is no BIC, HAP will issue its own identifier. All of these, the HAP ID, the CIN and the MEDS ID are of equal length, nine characters. HAP edits must allow for any of the three formats.

HAP ID Check Digit (optional)

Definition: A calculated number based on the SCI system algorithm and the digits of the HAP ID and used to detect key entry and other errors.
Length: 1
Format: alphanumeric
Edits: n/a for the calculated check digit. See note following CIN Check Digit.
Allowed Values: n/a: Any value computed by the algorithm is allowed.

H. Health Insurance Claim (HIC) Number

Definition: The claim number which the client is using for claiming Medicare, Buy-In or railroad retirement benefits.
Length: 12
Format: alphanumeric
Edits: n/a
Allowed Values: n/a

I. Health Care Plan Client Number (HCPN)

Definition: The number by which the client is known to a Health Care Plan.
Length: 20
Format: alphanumeric
Edits: n/a
Allowed Values: n/a

J. Alien Identification Number (ALEN)

Definition: The number issued to aliens by the Immigration and Naturalization Service.
Length: 9
Format: alphanumeric
Edits: must be numeric
Allowed Values: n/a

Notes:
1.   INS issues this identifier as nine digits preceded by a letter A. INS itself does not use the A prefix however. In the interests of uniformity, only the nine digits are included here.
2.   In prior years, this identifier was issued as a seven or eight digit number. When one of these

older numbers is encountered, enter leading zeros followed by the 7 or 8 digit number to total nine characters.

3. This number is also known by other names:

      070 - 079 million range - Other assignments except Border Crossing and Amnesty
      080 - 089 million range - Border Crossing
      090 - 094 million range - Amnesty
      100 - 140 million range - Employment Allowance Document

K. County Welfare Number (CWN)

Definition: An identification number issued to a person for use in Medi-Cal-related computer systems.

    Note: County Welfare Number at one time was the primary identification number for Medi-Cal clients, but now is secondary to the MEDS-ID and Client Index Number.

Length: 14

Format: alphanumeric

Edits: County Code (two characters) must be a valid County Code (See Attachment: County Codes)
Aid Code (3-4)
Serial Number (5-11) must be numeric
FBU (12) must be numeric
Person Number (13-14) must be numeric

Allowed Values: n/a

L. Death Local File Number (DLFN)

Definition: The identification number issued to a person's death record by the local registrar of vital records

Length: 13

Format: alphanumeric

Edits: Event Type Code (first character) is always "3" for death records
Birth Year (2-5) must be less than or equal to the current year
Local Registration District (6-7) must be a valid county code or 61, 62, or 63
Sequential Serial Number (8-13) must be numeric

Allowed Values: n/a

Note: Counties which use the Automated Vital Statistics System (AVSS) assign the Death Local Certificate Number (DLCN) themselves and pass it to the State Office of Vital Records (OVR). Counties not on AVSS assign only the Sequential Serial Number and pass it to OVR which constructs the complete DLCN. DLCN is used by Counties using AVSS and by OVR, and may be used by non-AVSS Counties after receiving it from OVR.

M. Death State File Number (DSFN)

Definition: The identification number issued to a person's death record by the California Office of Vital Records

Length: 13

Format: alphanumeric

Edits: Event Type Code (first character) is always "3" for death records
State Code (2-3) is always "05" for California
Death Year (4-7) must be less than or equal to the current year
Certificate Number (8-13) must be numeric

Allowed Values: n/a

Note: DSCN is assigned by the State Office of Vital Records after death record is received from County.